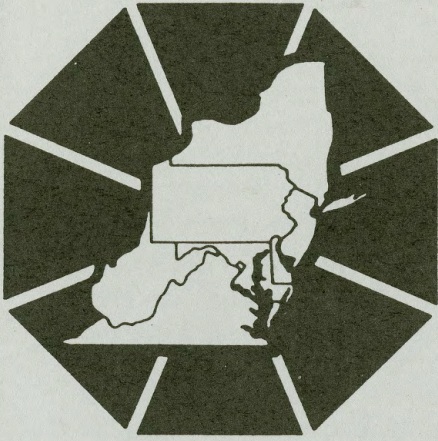


MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE



MID-ATLANTIC ARCHIVIST

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See You in Saratoga Springs!



*Looking north on Broadway, Saratoga Springs, 1870s.
Courtesy, George S. Bolster Collection, Historical Society of Saratoga Springs*

See You in Saratoga Springs!

May 7-9, 1998

The last newsletter gave you a glimpse of the wonderful program and sightseeing opportunities that beckon you to join MARAC and the Lake Ontario Archives Conference (LOAC) at their joint Spring Meeting in Saratoga Springs, New York, in May. Now that you are making your plans for a Spring excursion to the foothills of the Adirondack Mountains, we'd like to take a moment to point out some of the highlights of this year's meeting and maybe convince you to come a day early or stay an extra day to take in the sights. We look forward to welcoming our colleagues from Canada, the Mid-Atlantic Region, and New England who will join us in the city of "Health, History, and Horses," Saratoga Springs!

Explore Saratoga Springs and Its Surrounding Areas!

Take advantage of wonderful tours scheduled for this meeting that provide opportunities to explore the history and charm of this wonderful city and surrounding area. Among the many choices you can join tour leader, Rebecca J. Hammell, Museum Consultant, at the Saratoga

National Historical Park and learn about the use of archival records in interpreting Saratoga Springs' place in the history of the Revolutionary War. Or let art historian James Kettlewell lead you on an exploration of both the famous and lesser-known architectural styles that can be found among Saratoga Springs' many buildings on the National Register of Historic Places. You may also want to join John McKee, Director of the Historical Society of Saratoga Springs, and get a rare glance of Canfield Casino's gambling and dining rooms and try your hand at a 19th century card game, as well as visiting the Historical Society. If you are looking for an opportunity to get away for a little while, follow Rebecca Gereau, Assistant Curator at the Chapman Historical Museum and outdoor enthusiast, on a visit to see Lake George's spectacular scenery, and Fort William Henry, and maybe pick up a few bargains at the outlet village.

The conference hotel is centrally located, allowing you to explore the city on your own or meet with colleagues

at one of the many local restaurants and cafes. Bring your sneakers and/or bicycle for early morning or evening walks or rides. The beautiful campus of Skidmore College is just a brief walk up the road from the hotel. Take a stroll down North Broadway and admire the beautifully preserved Victorian-style architecture. Or visit nearby historic Congress Park and view Daniel Chester French's sculpture, "Winged Victory," also known as "The Spirit of Life." Also located only two miles from the hotel is the entrance to Yaddo. Since the mid-1920s, Yaddo has provided a retreat for artists and writers seeking solitude and a supportive community to nourish their creative spirits. The retreat has served as inspiration to, among others, Leonard Bernstein, Agnes Smedley, and Truman Capote. Although the estate is closed to the public, you can visit the Yaddo Gardens on your own or be led by a docent from the Yaddo Garden Association. While the famous rose beds will probably not yet be in bloom, you can view the perennials in the rock garden and Italian marble statues by William Partridge.

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Although thoroughbred horse racing at the 130-year old Saratoga Race Course only takes place during the summer months, you may still want to visit this famous site, located only two miles from the hotel (within walking or biking distance). Two dollars will buy you a ticket to the Saratoga Harness Raceway, where horses leave the starting gate Thursday, Friday, and Saturday evenings throughout the year. For those who would like to engage in more vigorous exercise - and see some of the most breathtaking scenery in the Northeast-you might want to stay over Saturday night (or come in Tuesday night) and climb Mt. Marcy, the highest peak in the Adirondacks at over 5,000 feet, or Whiteface Mountain, just outside Lake Placid, site of two Winter Olympics. Or, if you're not up to climbing the High Peaks, Prospect Mountain, just outside the village of Lake George, is another good hike. Finally, you don't want to leave Saratoga Springs without making an appointment to take a soothing mineral bath at one of its famous spas.

Program Highlights

The planned workshop and sessions offer a rich assortment of topics that should please both the new archivist and the established professional, including four workshops and seventeen sessions that both provide an introduction to fundamentals and dis-

cuss innovative ways to apply new technologies. The program kicks off on Thursday with a full day of tours and workshops, including a full-day workshop led by Franziska Frey, Imaging Scientist, Rochester Institute of Technology/Image Permanence Institute, on **Preserving Photographs in a Digital World**. Ms. Frey will discuss how libraries, museums, universities, and commercial stock houses have been experimenting with converting their photo and art archives into digital form. With recent improvements in scanning and storage technologies, these institutions are finding they can cost-effectively capture and store enough image information in digital form for a wide range of uses. There are, however, many technical aspects to digital imaging that present repositories with very difficult and complex choices. Institutions must be able to relate the digital-image database system to the fundamental collection activities of access and preservation. Preservation in a digital world brings disciplines previously far removed from the established practices into the daily life of conservators and collection managers. The workshop will start with an introduction to digital imaging and the new electronic media. Sources of information about the new technologies will be presented, and strategies and evolving standards concerning the preservation of the new media will be shown.

The other full-day workshop, led by Denis Sennett, Archivist/Records Manager for the Friars of the Atone-ment, will provide an overview to **Basic Arrangement and Description**.

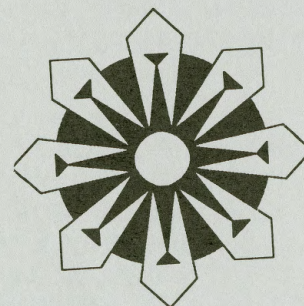
One of the half-day workshops will cover **Facilities Planning and Development**. This workshop, taught by architect Connie Brace and Chris Ward, Chief Archivist at the NYS Archives and Records Administration, is designed to introduce the participants to facility planning and design for archival institutions. Participants will learn about preparation and planning for a building project; selecting an architect; the scope of architectural services; roles and responsibilities of the architect, consultants, contractors, and the owner; and the process of a typical architectural project. The other half-day workshop, taught by Michelle Arpey, NYS Archives and Records Administration, will assist archivists in developing strategies for **Managing Archival Electronic Records**. It will present tried and true methods for appraising, accessioning and maintaining electronic records and will include a discussion of the future of electronic records. Within this context the instructor will also address collecting responsibilities, technical capabilities, and funding realities.

Continued on P. 4

Of Mailing Times and Deadlines

For over a year, the spring and fall issues of the Mid-Atlantic Archivist (MAA) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the MAA in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the MAA to you in a timely manner regardless of how it is sent.



Saratoga Springs

Continued from P. 3

On Friday morning the program continues with sessions on innovative ways of using technology in an archives; the challenge of meeting both the demand for access and preservation of vital records in state archives; a presentation of the various aspects of archival education; and a discussion of the various efforts to document the sport of thoroughbred racing in New York and Virginia, including unexpected primary sources. At noon time we will all have the pleasure of welcoming Mary Lynn, Professor of American Studies, Skidmore College, as our luncheon speaker, exploring with us "Skidmore's Secrets: Serendipity in Saratoga Springs."

The program resumes Friday afternoon and includes sessions on interpreting the architectural, cultural, and military history of the Revolutionary War with the use of original sources; innovative ways of using archival records in educational settings; the challenge of managing grant-funded and technology-driven projects; and

a user's-eye view of the descriptive tools that archivists and manuscript curators have created over the last decades. Topics for Friday afternoon's sessions also include a discussion of the pros and cons of fees for services in archives and documenting the Spa City, using television as a means of documenting a community and promoting archival holdings. Friday's program concludes with a session during which several speakers will discuss NARA's role in the Nazi gold controversy.

Topics for Saturday's concluding sessions are issues in electronics records management in the 21st century; electronic technology and documentary editing, exploring the increasing application of electronic technology to documentary editing projects; interpreting historic sites; and in celebration of the important 150th anniversary of Seneca Falls Convention, a session on documenting women's history in New York State.

As you can see, there will be much to do and see in Saratoga Springs, and we are certain you will enjoy your stay.

If you want to learn more about the local area, restaurants and shops, please visit the Website of the Chamber of Commerce at <http://www.saratoga.org>. Reservations at the hotel must be received by Thursday, April 16 in order to receive the conference rate, so please register early!

For more details about the meeting please contact Local Arrangements Co-Chairs, Geof Huth, NYS Archives and Records Administration, e-mail huthg@emi.com, telephone 518-798-5717; and John LeGloahec, Rockefeller Archive Center, e-mail legloaj@rockvax.rockefeller.edu, telephone 914-366-6344; or Program Committee Chair Robert Morris, NARA-Northeast Region, e-mail robert.morris@newyork.nara.gov, telephone 212-337-1303.

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... from the chair

This has been a busy season for advocacy efforts by the MARAC Steering Committee. Unfortunately, advocacy is usually called for when important archival programs, and therefore valuable historical records, are in danger. Our attention was drawn to such a crisis when the SAA Congressional Papers Roundtable sent out its letter to U.S. Representative Bill Thomas, Chairman of the House Oversight Committee, to its membership and to archival listservs. The letter addressed the fact that the position of House Archivist that has been held by MARAC member Cynthia Miller since 1983 was being abolished, leaving Cynthia demoted to a research associate (and looking for a new job) and the House without an archivist. Using the MARAC leadership listserv, the Steering Committee was able to endorse the idea of a letter from MARAC to the House Oversight Committee, and then to approve the letter drafted by DC Caucus Representative Beth Joffrion. Although no reply other than an acknowledgment of receipt has been received from any member of the House Oversight Committee, I have also received a message from Mark Greene, chair of the Congressional Papers Roundtable, to whom copies of our letter were sent. He thanks MARAC for its support on behalf of the Roundtable.

I have also included the text of a letter I received from Kathleen Arnold, Secretary of the District of Columbia, in response to our letter (featured in the Fall MAA) in support of improved staffing and funding for the archives of the District. I will keep you posted as to future responses to these advocacy letters, and don't forget that MARAC members can always add their individual voices to our communal one.

February 23, 1998

Rep. Bill Thomas, Chairman
House Oversight Committee
2208 Rayburn House Office Building
Washington, DC 20515

Dear Representative Thomas:

I am writing this letter as chair of the Mid-Atlantic Regional Archives Conference (MARAC), a professional organization representing over 1100 archivists from the states of Virginia, West Virginia, Maryland, Pennsylvania, Delaware, New Jersey, New York, and Washington, DC. Recently, the Steering Committee of MARAC learned that the House Oversight Committee has approved a reorganization of the Clerk's office that abolishes the position of the House archivist. Further, the reorganization has effectively served to demote a career, professional archivist with 18 years of experience to the rank of research associate at significantly reduced salary. The constituency of MARAC would like to state unequivocally that this action will certainly prove detrimental to the effective and professional preservation of the history of the House of Representatives.

The records created by the House are eventually deposited with the National Archives, but the responsibility for determining which records are historically valuable falls to the archivist, who works closely with members of the House to ensure that their individual records and the records documenting their committee activity are preserved for posterity. It is crucial that a professional archivist with expertise in legislative records handle this responsibility—if these records are to be preserved thoughtfully for use by the House membership and future scholars. Cynthia Miller has distinguished herself during 15 years of service to the House of Representatives. She

has worked tirelessly to bring order and responsible management to the voluminous records generated by the House. She has served in an advisory capacity to numerous scholars of legislative history and to members of the House. Her guidance has facilitated the donation of the papers of members of Congress to numerous repositories around the country. In addition, she is responsible for two pivotal publications in the field of legislative history, *A Guide to Research Collections of Former Members of Congress, 1789-1987* and *Guidelines for the Disposition of Members' Papers*.

To abolish the position of archivist to the House of Representatives is effectively to eliminate this level of professionalism and experience that has served the House so well in the past. Further, the downgrading of this position to the level of research associate will certainly not attract professionals who will make a long-term career commitment to the House or its records. The work of the House archivist is non-partisan and should not be subject to the changing tides of party politics. The Senate has enacted protections to ensure that this is the case, and the House should follow that example. The ability of future scholars to understand and interpret the history unfolding during this dramatic era of American politics hangs in the balance. We respectfully urge the House Oversight Committee to reconsider its position on this matter.

Sincerely,

Janet Linde
Chair, Mid-Atlantic Regional Archives
Conference (MARAC)
American Civil Liberties Union
125 Broad Street, 18th Floor
New York, NY 10004
212/549-2509
fax: 212/549-2650
jlinde@aclu.org

[The above letter was also sent to the other members of the House Oversight Committee.]

Members of the Committee on House Oversight

Republican Members (6):

Rep. Bill Thomas, (R- CA) Chairman
Phone: (202) 225-2915

Fax: (202) 225-8798

2208 Rayburn House Office Building
Washington, DC 20515

Rep. Bob Ney, (R-OH) Vice-Chairman
(202) 225-6265

Fax: (202) 225-3394

1024 Longworth House Office
Building

Washington, DC 20515

Rep. John Boehner, (R-OH)
(202) 225-6205

Fax: (202) 225-0704

1011 Longworth House Office
Building

Washington, DC 20515

Rep. Vernon J. Ehlers, (R-MI)
(202) 225-3831

Fax: (202) 225-5144

1717 Longworth House Office
Building

Washington, DC 20515

Rep. Kay Granger, (R-TX)
(202) 225-5071

Fax: (202) 225-5683

515 Cannon House Office Building
Washington, DC 20515

Rep. John Mica, (R-FL)
(202) 225-4035

Fax: (202) 226-0821

106 Cannon House Office Building
Washington, DC 20515

Democrat Members (3):

Rep. Sam Gejdenson, (D-CT)
Ranking Minority Member
(202) 225-2076

Fax: (202) 225-4977

1401 Longworth House Office
Building

Washington, DC 20515

Rep. Steny Hoyer, (D-MD)
(202) 225-4131

Fax: (202) 225-4300

1705 Longworth House Office
Building

Washington, DC 20515

Rep. Carolyn Kilpatrick, (D-MI)

(202) 225-2261

Fax: (202) 225-5730

503 Cannon House Office Building
Washington, DC 20515

Below is the letter from Kathleen E. Arnold, Secretary of the District of Columbia in response to Janet Linde's letter.

Ms. Janet Linde
Chairperson

Mid-Atlantic Regional Archives
Conference

c/o ACLU

125 Broad Street

18th Floor

New York, NY 10004

Dear Ms. Linde:

Thank you for your letter dated December 8, 1997, regarding the concerns of the Mid-Atlantic Regional Archives Conference and the District of Columbia State Caucus that are related to records of the District government. The issues (accessibility, preservation, maintenance and control, and staffing) raised in your letter are of paramount concern to me. I share your sentiments regarding these issues and have taken measures to address them.

Clarence Davis, the Public Records Administrator, has been instructed to develop plans, initiatives, and programs to compensate for staffing deficiencies in the Office of Public Records (OPR); and, to ensure the accessibility, maintenance, control and preservation of the records technicians to supplement and assist OPR's 3-member staff in performing archival and records management services and functions.

The annual appropriations budget for the District government has been cut to control spending, including personnel costs. Similarly, the personnel budget for OPR has been reduced. However, as we move through this very difficult period of budget restraints I will give considerable attention to the staffing needs of OPR.

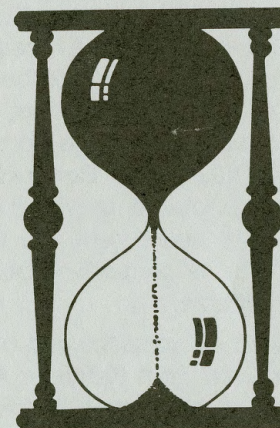
Please be informed that it is the position of the Office of the Secretary not to release the physical and/or legal custody of the records of the District government to any private institution. You can be assured that the historical, permanently valuable records of the District government will be collected, preserved, maintained, and controlled by OPR to ensure public access.

Thank you for your interest and for bringing to my attention your concerns about the records of the District government.

Sincerely,

Kathleen E. Arnold

Secretary of the District of Columbia



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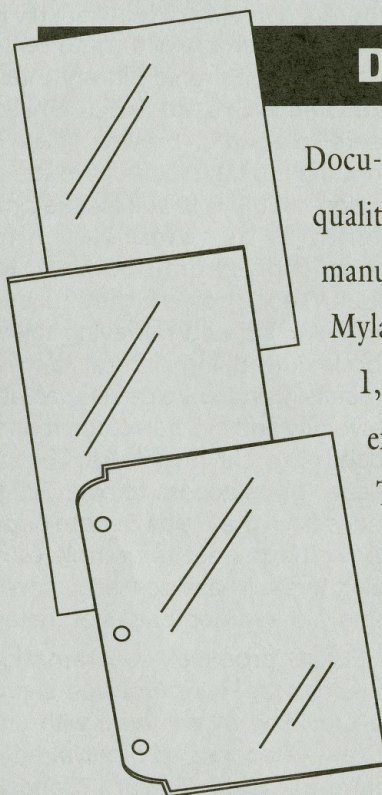
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State & Local News



MD

The Maryland Commission on Artistic Properties has announced that the Peabody Collection is entirely on-line now through the Archives website, and that any researcher or interested person can access information on the artist, title, classification and location of each object. Information on the state art collections can be found on the Archives web page at: <http://www.mdarchives.state.md.us/msa/homepage/html/artcoll.html>

★★

In November of 1997, the Maryland Council for Social Studies recognized the Anne Arundel County Public Schools - Maryland State Archives educational cooperative "Teaching in the Age of the Internet" with its Maryland Program of Excellence Award. The Council is an organization of several hundred history, civics, and geography teachers and administrators who work to promote social studies education in Maryland and, through the national organization, across the country. Each year, the Council recognizes educational programs that exemplify its goals. "Teaching in the Age of the Internet" trains teachers to use original documents from the Archives in an interactive electronic classroom. It is supported by grants from the National Endowment for the Humanities and the 21st Century Foundation awarded cooperatively to the Anne Arundel County Public Schools and the Archives.



PA

Carnegie Mellon Libraries Unveil Electronic Archive for Sen. Heinz's Papers

PITTSBURGH-Carnegie Mellon University Libraries now provide electronic access to portions of the congressional papers of the late U.S. Senator H. John Heinz III (R-PA). Named in memory of the late senator, the Heinz Electronic Library Interactive On-line System (HELIOS) allows users to search, browse, view and print the digital images from the collection. HELIOS is accessible on the World Wide Web at <http://heinz1.library.cmu.edu/HELIOS>. HELIOS adds powerful new functions for searching and retrieving relevant documents using natural language processing software developed at the university and facilitates conventional access to archival material. The initial release gives access to over 320,000 pages from the Heinz Senate papers. When the project is completed, researchers will have access to approximately one million pages of material. "HELIOS promises to dramatically transform the Heinz Archives' services by providing researchers with state-of-the-art access to archival source material," said Edward Galloway, Heinz archivist. "Not only does HELIOS make archival information instantly available to users across the globe, but it offers them advanced information retrieval capabilities that significantly enhance their research activities."

The Heinz collection presents a rich and valuable source of information about the senator's contributions to the U.S. Congress, and about the social and political concerns of the nation during his tenure. It documents policy areas of special interest to the senator, including environmental and

aging issues, international trade and finance, and health care. The digital version of this collection promises to dramatically transform the way in which an archive can serve its users. This work to digitize the archive continues to be supported by the Teresa and H. John Heinz III Foundation, Heinz Company Foundation, and the Howard and Vira I. Heinz Endowments, with additional support provided by Carnegie Mellon and CLARITECH Corporation.

For more information or to receive a brochure about the project, please contact: Edward Galloway, H. John Heinz III Archives, Carnegie Mellon University, 5000 Forbes Avenue, Hamburg Hall, Rm. 2504B, Pittsburgh, PA 15213-3890, office (412) 268-7402, fax (412) 268-5547, email eg2d@andrew.cmu.edu

★★

The National Science Foundation has funded the University of Pennsylvania Museum Archives' grant proposal to digitize, microfilm and computer-catalog all archival holdings for the Sitio Conte Expedition to Panama in 1940. The \$63,000 proposal will improve access to and assist preservation of a collection of textual and visual records created as documentation for the Museum-sponsored archaeological expedition, one of the first scientific archaeological investigations in that country. Currently the records are housed within various format-based collections in the Archives. Access is gained through a variety of finding aids and catalogs and available only to researchers who are able to visit in person. The grant will enable the Archives to microfilm the original records for preservation purposes and then digitize and computer-catalog them using the ARGUS database currently employed for the Museum's object collections. Apparently this is one of the first attempts to catalog archival materials using this database to make them compatible with museum collection management methods. Qualified researchers will be given access to the digitized materials via the Internet and/or CD-ROM

disks. The project will serve as a test case for the future reformatting and computer-cataloging of other archival collections. The records and associated artifacts relate to the Museum's 1992-1996 traveling exhibition "River of Gold: Precolumbian Treasures from Sitio Conte," which met with national acclaim at venues such as the Metropolitan Museum of Art, the California Academy of Sciences and the Walters Art Gallery and was viewed by more than a quarter million people. Additional information may be obtained from Douglas Haller, Museum Archivist at (215) 573 9153 or dmhaller@sas.upenn.edu.

★★

Pittsburgh Area Archives Week Celebration

Ten institutions are planning to cooperatively celebrate Archives Week by jointly displaying images from each of their collections. In addition to a photograph exhibit, a web site will be created and mounted on the Three Rivers Free Net web site as a way of advertising the exhibit and the collections. Each institution hosting the exhibit will have a sign pointing patrons to the other archival collections in the Pittsburgh area. Carnegie Mellon University will donate supplies and labor to mount the images for display. Gabrielle V. Michalek, University Archivist at Carnegie Mellon, will coordinate the reproduction of the images and the transfer of the exhibits to the host institutions. Miriam Meislik from the University of Pittsburgh will coordinate the creation of the web site.

★★

DVAG's First WorkShop

On Friday, February 27, the Philadelphia area Delaware Valley Archivists Group (DVAG) sponsored a one-day workshop on records management for archivists. The workshop was such a success that people were turned away, but DVAG will offer it again later in the year.

The workshop was led by guest teacher Dr. Gregory Hunter, a professional archivist and records manager

and associate professor at the Palmer School of Library and Information Science, Long Island University. In the time allotted, Dr. Hunter condensed what was essentially a six-week course into one day, making it accessible to many who had never before been exposed to records management.

The workshop was held at Cigna Corporation in Center City, Philadelphia. It was the inaugural event of a series of such workshops and learning sessions on different subjects planned by DVAG for the coming months and years. Such events, probably in the form of annual one-day affairs, will be designed especially for archivists and others involved in record collection and retention and will be offered at extremely modest cost. They will be announced and described in *the archival arranger*, the DVAG newsletter available to its members. Other methods of learning about future workshops are through brochures and through various Internet servers. DVAG added five new members to its group based on the attendance of the DVAG workshop.



VA

The Virginia Caucus met at the Handley Regional Library in Winchester on March 13. After a brief business meeting, Errol S. Somay, Director of the Virginia Newspaper Project, spoke. Somay provided a brief history of the United States Newspaper Project, detailed recent developments in the Virginia Newspaper Project and provided a glimpse at some of the exciting plans for the future. After lunch, Rebecca Ebert took members on a tour of the Handley.

Cathy Mundale, archivist at Virginia Union University, reports that she rescued portions of the Homer S. Brown Collection, which was on a pile destined for the dump. (Brown was the first black judge and legislator in Pittsburgh.) The bad news was that much was damaged beyond repair; the good news was that it made the Archives known around campus (and earned Cathy the moniker "trashpicker"!).

Cathy adds that the Black History Museum in Richmond is looking for any volunteer archival help it can get. Their collections are currently stored in an upstairs apartment in piles with no order or protection. Charles Glover is their Curator of Collections, if anyone can offer assistance of any kind.

New MARAC Members

Rebecca Altermatt
University of Delaware

Judith L. Anderson
James Madison University

Heather Arnold
Delaware Public Archives

Michelle Arpey
*New York State Archives and
Records Administration*

Phyllis F. Aurand
Thomas Balch Library

Elizabeth Bennett

Tom Bolze

JoAnn Cotz
Seton Hall University

Brian A. Conley
Fairfax County Public Library

Sister Doris V. Cunningham
*Congregation of Our Lady of
the Cenacle*

Amy Czop
University of Pittsburgh

Betty M. Dunn
University of Delaware

Fr. Ralph Frisch, S.T.
Trinity Missions

Bonita Craft Grant
Rutgers University

Jennifer L. Gunter
University of Maryland

Nancy Hadley
College of William & Mary

Michael Handis
Purchase College, SUNY

Faye Haskins
D.C. Public Library

Katherine A. Hayes
American Institute of Physics

Amy Heebner
*New York State Archives and
Records Administration*

Mary E. Herbert
Maryland Historical Society

Nancy Johnson
Consultant

Jennifer Jukes
*The Catholic University of
American Archives*

Nicole Alex Kelly
Deborah L. Kapper
University of Maryland

Martha Lawrenz
University of Maryland

Michele Lee
Smithsonian Institution

Maria Lizzi
George Rickley Workshop

Susan Lunas

Jerry A. McCoy
Catholic University of America

Nancy MacKechnie
Vassar College

Nancy McMichael
American Geophysical Union

Carol Megill
Monmouth University

Rebecca Miller
Salisbury State University

Pamela Murray

Carolyn Peters
Asbury Park Public Library

Michelle Powers
Rockefeller Archive Center
Sharon A. Pullen
Amityville Public Library

Kristen M. Romano
University of Maryland

Debora A. Rougeux
University of Pittsburgh

Cynthia K. Sauer

Daniel Sokolow

A. Kerry Strong
Marine Corps University

Richard Thomas
Rider University

Nancy Thorne
Drexel University

Peggy Turnbull
Bluefield State College

Stephen Urgola
New York University

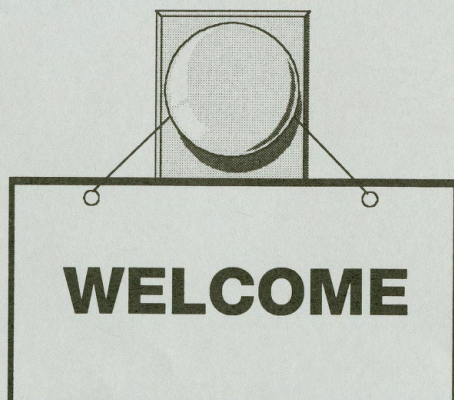
David J. Vecchioli
National Library of Medicine

Faith E. Ward
Water Environment Federation

Lydia C. Williams
Longwood College Library

Yvonne K. Wilson
NARA

Trina Yeckley
New York University



People

Valerie A. Metzler of Valerie Metzler Archivist/Historian was elected vice president of the Blair County Genealogical Society.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

NYANA (New York Association for New Americans) PROJECT ARCHIVIST

Temporary, P/T (2 days a week)

The New York Association For New Americans, Inc. is the nations leading non-profit provider of services to the foreign-born. Since 1949, NYANA has helped nearly half a million individuals start anew in the United States. The agency strives to help newcomers from around the world become independent and participate in their new society in the shortest possible time. To further that goal, NYANA offers a comprehensive array of social, educational and legal services to new Americans from more than 160 countries.

Requirements: The Project Archivist will provide all aspects of arrangement and description of unprocessed post-1990 organizational documents. Will also aid in the creation of a finding aid in collaboration with NYANA's Archivist/Librarian to whom the Project Archivist will report. The Project Archivist must be able to apply the preexisting archival arrangement schema to the current project while being able to create and document new archival organizational sub-schema where needed. Additionally, the Project Archivist must be capable of independently identifying confidential materials. Routine preservation work will done throughout the archival processing.

Qualifications: Candidate must have Bachelor's degree. MLS, MAS or ACA Certification highly desirable. Individual must be self-directed and detailed-oriented. Must have at least two years archival experience in an organizational or corporate archive. Computer literacy highly desirable. Available immediately.

Contact: Monica Berger, New York Association for New Americans, 17 Battery Pl., New York, NY 10004, (212) 425-5051, x3443, mberger@nyana.org

Grant Announcement

AIP Center for History of Physics Announces New Grants to Archives The Center for History of Physics of the American Institute of Physics is pleased to announce a new program of grants to archives to make accessible records and papers which document the history of modern physics and allied fields (such as astronomy, geophysics, and optics). Grants can be up to \$10,000 each and can be used only to cover direct expenses connected with preserving, inventorying, arranging, describing, or cataloging appropriate collections. Expenses may include acid-free storage materials and staff salary/benefits but not overhead. The AIP History Center's mission is to help preserve and make known the history of modern physics and allied fields, and this new grant program is intended to help support significant work to make original sources accessible to researchers. Preference will accordingly be given to medium size or larger projects for which the grant will be matched from other sources or by the parent organization. To apply send a letter of no more than three pages describing the research significance of the collection(s), plan of work, and budget, along with preliminary inventory (if available) and staff vitae to: Joe Anderson, Center for History of Physics, American Institute of Physics, One Physics Ellipse, College Park, MD 20740; Fax (301) 209-0882, e-mail: rja@aip.org. For grant guidelines or for more information on the Center and its programs, check our Web site at <http://www.aip.org/history/grntgde.htm>, or call (301) 209-3165. Deadline for receipt of applications is July 1, 1998. The program will be offered annually if funds permit.

See *Preservation News*, Page 20, for more grant information.

Cisneros Group, New York, New York
ARCHIVIST

The Cisneros Group of Companies is one of Latin America's largest and most diverse private enterprises. The Group is a major presence in the telecommunications and broadcasting industries, as well as in the supply of consumer goods and services. The Cisneros Group is on the cutting edge of the development and application of telecommunications and broadcast technology.

We are interested in establishing an archive that will be devoted to corporate, family and personal matters of the Cisneros Group. Our resources include: documents, pamphlets, photographs, audio and video tapes, press clippings and family documents.

Job Description & Primary Responsibilities: After initial evaluation of our records, prepare a strategic plan of action to address the needs of a start-up archival repository. The plan should contain progress measures, specific goals, financial budget and setting up of database for archival records. Establish and maintain indexes and finding aids. Catalogue, arrange and describe records incorporating new information technology. Ensure long term preservation of collection and evaluate conservation needs.

Qualifications & Experience: Degree: Bachelor's degree in archives with a minimum of three years of archival experience OR Master's degree in archives with a minimum of one year of archival experience. Preferred experience includes exposure to corporate and/or family archives environment. Preference will be given to candidates with experience in starting an archival repository. Energetic and creative individual interested in determining the content of our collection and able to understand its potential usefulness. Ability to work independently.

Language: Ideal candidate is fully bilingual Spanish/English. Candidates who are competent in Spanish will be considered.

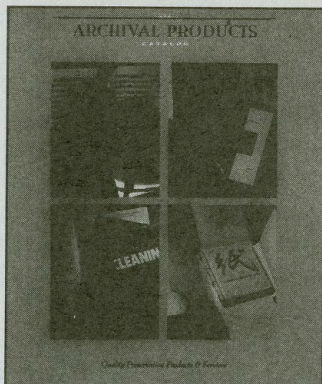
Full time position located in New York City. To Apply: Send a cover letter and CV: By Fax: 212-371-6806, Attention: ARCHIVIST- 5th Floor.

Capital District Library Council

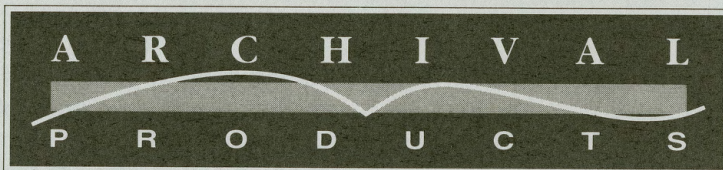
The Capital District Library Council in Albany, NY seeks a half-time Regional Archivist for its NYS Documentary Heritage Program. Duties include program planning, training staff at local repositories, developing records surveys and collection projects; arranging adult education workshops, and raising public awareness. Salary range: \$15,000 to \$18,000 with prorated benefits. Position available April 27 or earlier if candidate is able.

Send resume and cover letter to: J. James Mancuso, Acting Director, Capital District Library Council, 28 Essex St., Albany, NY 12206, (518) 438-2500

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STEERING COMMITTEE MEETING

Mid-Atlantic Regional Archives Conference, Steering Committee-Winter Meeting, Steering Committee Minutes, January 23, 1998, Johns Hopkins University, Baltimore, Maryland

IN ATTENDANCE: Danna Bell-Russel, Lauren Brown, Patrice Brown, Lynn Catanese, Yvonne Carignan, Becky Collier, Lois Densky-Wolff, Jennie Guilbaud, Elizabeth Joffrion, Janet Linde, Valerie Metzler, Stephen Novak, Ben Primer, Cynthia Requardt, and Diana Shenk.

1. Call to Order

Janet Linde, MARAC Chair, called the meeting to order at 11:15 at Johns Hopkins University in Baltimore, Maryland.

2. Approval of Minutes

The minutes of 6 November 1997 Steering Committee meeting were approved with corrections.

3. Chair's Report

A. Appointments and Resignations

1. Standing Committee Appointments

a. Meetings Coordinating- Tim Corlis, John Paul Deley, Jackie Esposito, Margaret Jerrido, James Stimpert, and Valerie Metzler are new or continuing members of the Committee.

b. Outreach- Gunnar Berg and John Celardo are new members of the Committee.

c. Steering- Valerie Metzler has agreed to serve as Pennsylvania State Representative for the remainder of George Hing's term.

B. DC Archives Letter- The letter regarding the staffing situation at the Archives of the District of Columbia was sent to Kathleen Arnold, with copies sent to Harold Brazil, Member, District of Columbia Council Committee on Government Operations; Linda Cropp, Chair, District of Columbia Council; Clarence Davis, Public Records Administrator for the District of Columbia; Roxanne Deane, Head,

Washingtoniana Division, District of Columbia Public Library; Barbara Franco, Director, Historical Society of Washington; Elizabeth Joffrion, Co-Chair, MARAC, District of Columbia Caucus; Susan McElrath, Co-Chair, MARAC, District of Columbia Caucus; Kathy Patterson, Member, District of Columbia Council; and Carol Schwartz, Member, District of Columbia Council, Committee on Government Operations. A letter was also sent to Clarence Davis inviting him to join MARAC. To date no responses have been received. The letters will appear in the Winter 1998 issue of the Mid-Atlantic Archivist (MAA) as part of the "From the Chair" column.

C. Voting Clarification- It was stated that clarification was needed regarding which board members could vote. The MARAC Chair pointed out that voting members would include officers, state representatives, and members-at-large.

4. Vice Chair's Report

A. Reports from Committees

• Fall 1996 Wilmington- The report submitted by the Program Committee indicated that many people thought day-long special focus sessions were probably too much at any one convention. However, it was also noted that people do like half day or two half days (on Friday and Saturday) using this approach.

The report suggested that there is a need for a technology liaison on all future local arrangements committees (as well as the more conventional audiovisual liaison). The committee also advocated earlier starts on planning the program (this committee had less than a year) and more members on the committee since they believe that any one member of the committee should not have to organize more than one session.

• Spring 1997, Charlottesville- All reports have been submitted. A check for \$7,907.22 has been given to the MARAC Treasurer. The local arrange-

ments committee has kept a small amount back to cover any bills that may arrive at a later date.

• Fall 1997, Wilmington- The Program Committee reported that they believe we should transfer responsibility for workshops from the program committee to the education committee. They indicated that this would allow a better sense of the needs in the region, an institutional memory on what has happened previously (allowing for continuity), a regular cycle of workshops, and a way to track the record of individual instructors to identify effective teachers.

The Committee also called for revision of the manual, elimination of limits on honoraria for workshop presenters, reconsideration of the requirement that all workshops be self-supporting. It was stated that members wanted more interactive discussion sessions and fewer traditional papers read by talking "heads", and a more leisurely pace for sessions. It was suggested that Saturday morning should have only a single session to avoid the check-out problem. In addition, the use of co-chairs was recommended to help juggle the many tasks involved in planning programs.

B. Future Meetings

• Saratoga Springs (May 6-9, 1998)- Local arrangements chair Geof Huth's budget was presented to the Meetings Coordinating Committee. Geof is waiting on program material in order to mail the preliminary program and registration materials. He hopes to do February 15. Program Chair Bob Morris is putting the finishing touches on the program. The signed agreement with the Lake Ontario Archives Conference is now in hand.

• Washington, DC (November 19-21, 1998)- As reported earlier, the local arrangements committee chaired by Marissa Keller and Beth Joffrion

has successfully negotiated an excellent rate at the Hyatt Regency Washington on Capitol Hill (\$125 single/double occupancy) for November 19-21. The hotel is two blocks from Union Station.

The full committee has met three times in the past few months. Fynnette Eaton is treasurer, Jim Cassedy is handling vendors, and Jeff Flannery and Anne Rothfeld are planning tours of the Library of Congress and the Holocaust Museum, respectively. Sarah Turner is handling the reception site, which is the main Senate hearing chamber in the Russell Building. Beth reported that they have also located a likely printer for the packets. A preliminary budget was presented to the Steering Committee.

Susan McElrath is heading the Program Committee which has already had a couple of meetings. Sessions and workshops are being planned. Local historian Kathryn Smith will be the luncheon speaker. Ms. Smith is scheduled to speak on her work to document the Shaw Neighborhood in the District. Mary Ellen Bates of Bates Information Services will be the plenary speaker discussing downsizing and outsourcing of library and archival services.

- University Park, Pennsylvania [Penn State] (May 7-9, 1999)- Jackie Esposito, Local Arrangements Committee Chair, has completed the memorandum of agreement with the Penn Stater Conference Center, but the official paperwork will not be issued until a year prior to the event. The room block is secured and the two committees are busy working within their areas of responsibility. They plan to present a budget at the Saratoga Springs meeting. Michelle Dzyak is treasurer for this meeting. Diana Shenk is the chair of the Program Committee.

- New York (Fall 1999)- Greg Hunter still has not contacted hotels on Long Island as yet. Ben Primer, MARAC

Vice Chair, is still waiting to hear from the New England Archivists about whether they want to do a joint meeting in the fall of 1999. It was recommended that New Haven be evaluated as an alternative site for fall 1999.

- Trenton/Princeton, New Jersey (Spring 2000)- Ben Primer and Karl Niederer have visited three hotels in the Princeton area that could accommodate MARAC. There is a new hotel that may be open by 2000 in the downtown Trenton area. OHMAR (Oral Historians in the Mid-Atlantic Region) cannot do a joint meeting in spring 2000, so this may wait until spring 2001. Each of the hotels is providing us with costs based upon several dates which were discussed at the Steering Committee in Baltimore.

- Cleveland Ohio (Fall 2000) [Joint Meeting with the Midwest Archives Conference]- It was reported that a hotel still had not been selected.

- Spring 2001- It was recommended that this date be held open as a possible time for a new three-year fixed site, depending on the results of the upcoming survey of MARAC membership.

C. Meetings Handbook

It was reported that this volume is now at the University [Penn State] Copy Center and should be mailed out about February 1.

D. Fixed Site Meeting Survey

The survey of the membership regarding a fixed site meeting was prepared, reviewed by the Meetings Coordinating Committee, reviewed by Herb Abelson who teaches survey research at Princeton, and then submitted for the winter Mid-Atlantic Archivist. The deadline for the return of these may need to be extended since the publication has not gone out yet. It is hoped that the results of the survey will be reported to the Steering Committee in May.

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E. Items for Steering Committee Action

- Clarification of the role of the Local Arrangements Committee treasurer- It was voted to change the wording in appendix 5 of the Convention Handbook to make clear that it is LAC treasurers not the MARAC treasurer being mentioned in line five. Therefore, in line five under "Be it Hereby Resolved" remove MARAC and insert LAC before treasurer; drop (or), insert (and), and add an (s) to Chairperson.

- Decision on Cleveland- It was decided that Ben Primer, MARAC Vice Chair, will contact MAC to propose sending a representative (Jim Byers) to Cleveland who would along with the MAC liaison negotiate a hotel deal with the Cleveland Convention Bureau.

- Saratoga Springs Budget- After a correction was made to the budget (under breakfast) the Steering Committee passed the proposed budget.

- Breakfast fee- The Steering Committee voted that at least 50% of the fee for Saturday morning breakfast must be covered by the general registration fee but that the LACs were given the authority to charge registrants for the remainder of the cost if necessary.

5. Secretary's Report

Nothing to report.

6. Treasurer's Report

A. First Quarter Treasurer's Report

- Most of the income received in the first quarter was from the collection of the annual membership dues.

- Administrator expenses were for stationary and mailing costs of the newsletter.

- State Caucus expenses were for an Archives Week program held by the NJ Caucus.

- One MARAC scholarship was awarded for the Fall meeting at Wilmington.

B. Expense to appear for second quarter- One scholarship was awarded to attend the Modern Archives Institute. The tuition costs have increased to \$545.00.

C. Charlottesville- A check was received from Charlottesville for \$7,907.22. A profit of \$4,507.22 was made after paying back the advance of \$3,500.00. One hundred dollars was held back for checks and an outstanding bill to clear before the account can be closed.

D. MARAC Taxes-Taxes had to be paid to the IRS on our income from advertising and mailing list sales. Usually the cost of publishing the newsletter offsets the income but this time the bill was received after the fiscal year was over. The importance of publishing the newsletter on time was pointed out so that this problem can be avoided in the future.

E. Strategic Plan Implementation- A few estimates were received on the cost of an annual audit and for bonding the MARAC administrator. More information will be received in May. Jim Byers has received material from the IRS about changing MARAC's status. The application could not be completed until findings of the Ad Hoc Committee for Contractual Services have been presented.

F. Finance Committee- It is not known at this point what the Finance Committee's function will be until the Ad Hoc Committee on Contractual Services issues its findings. Therefore, the report on the long range goals and plans of the Committee will be postponed until its role can be determined. Discussion focused on the future functions of the MARAC Treasurer and the Finance Committee, in light of contracting out various administrative and financial services.

7. Administrator's Report

- The total number of members is 1179 (1133 individual members and 46 institutional members). We have acquired 24 new members since November.

- We have received renewals from 74% of the membership. Final notices were sent on January 5, 1998. Non-

renewing members will be deleted from the membership database on February 15, 1998.

- Janet Linde, MARAC Chair, will update her copy of the bylaws and send copies to both the Administrator and the Secretary.

- It was decided that the Administrator will review the green notebook and discuss changes or revisions at the next meeting. Suggestions were made regarding the creation of an electronic version of the green notebooks on the MARAC website.

8. Archivist's Report

- It was stated that an intern has not been chosen yet.

- The MARAC Archives will not move before January 1, 1999 or possibly later in the year. This will be the fourth location for the archives in ten years.

9. Standing Committees Reports

A. Education- Scholarship announcements were posted to several websites and sent to universities in the Northeast listed in SAA's list of institutions providing archival education programs. New members have received a mailing as well advertising the scholarships. We have had one person send in an application already.

The committees working on Basic and Advanced Workshops and on the Essay Award have been formed and have begun work. The list of workshops created in 1995 has been updated to cover the workshops up to Fall 1997.

B. Nominations and Elections- Part of the slate for state caucus representatives is set. Also, the nominees for Secretary and Treasurer have been chosen. The Committee is still seeking candidates for Custer and Nominations and Elections. The selection process is scheduled to be completed by mid February.

C. Membership Development- No report was submitted.

D. Outreach- No report was submitted.

E. Custer Award- It was reported that the Custer Award will be presented at the spring meeting. Normally presented at the fall meeting, the award was postponed until spring because the committee was late in getting a new chair.

The award will be presented for a publication that appeared between July 1, 1996 and June 30, 1997. The deadline for submissions is January 31, 1998. The Committee has already received several submissions. The works will go out to the Committee the beginning of February and recommendations for the award will be completed in March.

F. Finding Aids Awards- The Committee is gathering finding aids for the next awards to be given out in May 1998. Please forward any names of finding aids to the Committee. Finding aids are eligible if they were produced by an institution in the MARAC region and made available in 1997. The nominator must be a MARAC member but not necessarily at the institution that produced the finding aid.

Two copies of nominated finding aids should be sent with a cover letter to Gary D. Saretsky, Monmouth County Archives, Manalapan, NJ 07726. Traditional finding aids as well as electronic finding aids are eligible (for web sites, cite the URL in the cover letter).

G. Publications

- Publications- There was a total of 50 MARAC publications sold between October 18, 1997-January 15, 1998.

- Technical Leaflets- Editor Frank Serene reported that Antonia Mattheou is going ahead with her Technical Leaflet on outreach. The leaflet will be revised using the suggestions that Frank made in his letter to her. Frank has not heard from any of the other technical leaflet writers.

- MARAC Website- The website has now been accessed 1,920 times since June 1, 1996, an increase of 392 hits since October 24, 1997. The Pub-

lications Committee will be codifying the guidelines for the website at their next meeting.

- Long-range plans/goals- The Steering Committee did not receive copies of this report before the meeting. Therefore, the review and discussion of the plans will be tabled until the Committee can get copies and read it over.

- MAA Editor- No report was submitted.

H. NCCPH- No report was submitted

10. State Caucus Report

A. Delaware

- 18 members attended the caucus meeting in November.

- Caucus members discussed development of links to other archival institutions to be incorporated into the Delaware state archives website.

- Members have been invited to a program given by the Delaware Historical Records Advisory Board on February 19. It will include a talk on the future directions of archives.

B. District of Columbia

- Current DC representatives are planning one more newsletter and one more program during the remainder of their term.

- No responses have been received in regard to the letters concerning the DC Archives

C. Maryland

- Twenty-five members attended the fall caucus meeting

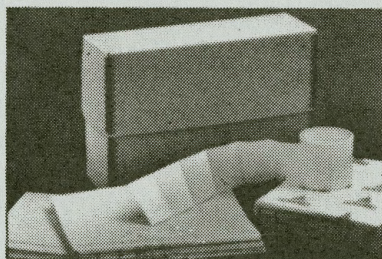
- A tour is planned on February 26 of the National Agricultural Library's Special Collections. Also, a project dealing with USDA records is underway.

- Research has begun for a new chair for the caucus

D. New Jersey

A meeting of the caucus and tour of the University of Medicine and Dentistry was held at the University on January 21. The Caucus met primarily to discuss MARAC's long range plan recommending greater links between state caucuses and state institutions. Contacts already exist be-

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tween the caucus and significant state institutions so it was decided not to develop greater linkages per se.

The Caucus did discuss the idea of linking its technical assistance program, CAPES, to the New Jersey State Archives who would permanently coordinate the program. This idea originated as a recommendation of the Task Force on New Jersey History, which presented its final report to Governor Christine Todd Whitman in June 1997. One of the original reasons CAPES was formed was because the State Archives does not have the statutory authority or resources to provide assistance to organizations with non-public records. No decision was reached concerning the placement of the CAPES program, but the dialogue on the long range stability of CAPES will continue.

In addition, the caucus unanimously approved a motion to support the Task Force's recommendations calling to expand the statutory mission of the New Jersey Archives to include outreach and technical support for county and local archival/historical collections.

E. New York

- Plans are going forward for the meeting in Saratoga Springs in May.

F. Pennsylvania

- Valerie Metzler volunteered to serve as state caucus representative until the next election.

- Pittsburgh requested money for Archives Week.

- Plans are being made for a spring caucus meeting.

G. Virginia

No report submitted.

H. West Virginia

No report submitted

11. Old Business

A. Strategic Plan

1. Reports from State Caucus representatives on state institution recommendations. The idea behind establishing links with state organizations was to allow MARAC members to meet with each other outside regu-

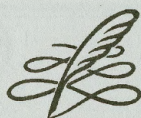
lar conference meetings, bring in new regional members, and encourage greater attendance at the conference meetings. Also, links were envisioned as a way to reestablish the "intimacy" that many members feel has been lost. Updates from other caucuses will hopefully be presented in May. The following reports were made: New Jersey- As reported earlier, the caucus did not think it was necessary to link with a specific state agency or organization; Delaware- The caucus chair stated that they would link with the Delaware Historical Records Advisory Board; DC- The caucus chair stated that they have formed an informal partnership with the National Archives Assembly at the National Archives (It was noted that this partnership successfully co-hosted with the Assembly the first annual Archives Week celebration).

2. Historical sketches and long range plans from Publications, Finance, and Finding Aids Awards committees- The Publications sketch/long range plan was discussed briefly under Standing Committee reports, and the Finance sketch/long range plan

was discussed under the Treasurer's report. Janet Linde will contact Gary Saretzky regarding long range plans for the Finding Aids Award Committee.

3. Regional Technical Assistance Program (RTAP)- It was reported that the RTAP Committee was not able to meet in December. Hopefully, it will try to schedule something for the spring and report to the Steering Committee in May.

4. Ad Hoc Committee on Contractual Services- At a recent meeting in January the Committee focused on identifying services that could be contracted out, prioritizing these services, looking at how other archival organizations handled their administrative work, and a timetable to complete the study. Services high on the list to be contracted out include meeting coordination, member and administrative services, treasurer/bookkeeping services, investment services, layout newsletter/publishing, and sales distribution. It was stated that the next step would involve research on contractors who specialize in providing specific services. This information will



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be gathered and discussed at their next meeting and presented to the Steering Committee in May.

5. Education/Finance Committee Updates- The Finance Committee update was covered under the Treasurer's Report. The Chair of the Education Committee reported on the recommendation to transfer responsibility for workshops from the Program Committee to the Education Committee (also mentioned under Vice Chair's report under Fall 1997, Wilmington). It was stated that it may be a good idea to transfer the responsibility to ensure some sense of continuity in relation to conducting workshops. However, it was decided that this would have to wait until contractual services are determined to see if some coordination for workshops might be contracted out.

B. ICIRN

At the last Steering Committee meeting, Steve Novak was charged with looking into whether or not

MARAC should continue as a member of the Interagency Council on Information Resources for Nursing (ICIRN). After looking into the matter, Steve proposed that we drop our membership with this organization. In the draft letter that Steve prepared for the MARAC Chair to sign, he mentioned that we would from the organization but not with the idea of paying dues for 1997. Therefore, Steve will modify the letter to reflect this decision and present it to Janet Linde for signature.

12. New Business

A. NHPRC Director- The Society for History in the Federal Government is looking for support from other archival institutions voicing concern over what they see as the politicalization of the position of Director of The National Historical Publications and Records Commission (NHPRC). This issue was shelved for future consideration.

B. Bradsher Award Proposal- Janet Linde, MARAC Chair, received a letter from Greg Bradsher suggesting that either MARAC and/or our NY Caucus give an award to the Swiss guard who prevented records about Nazi gold from being destroyed. Questions were raised about what type of award Greg was recommending. Janet will contact Greg to ask him for a more specific proposal for the Steering Committee to consider before any action will be taken.

13. Other Business

14. Adjournment

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,
Patrice C. Brown
MARAC Secretary

Upcoming Meetings

Review the following list of upcoming meetings and **volunteer NOW!**

Spring 1998, Saratoga Springs, NY

Local Arrangements Chair: Geof Huth

Program Chair: Bob Morris

Meeting Liaison: John Celardo

Fall 1998, Washington, D.C.

Local Arrangements Chair: Fynnette Eaton

Spring 1999, State College, PA

Local Arrangements Chair: Jackie Esposito

Meeting Liaison: John Paul Deley

Fall 1999, New York, NY (Tentative)

Local Arrangements Organizers: Ben Primer & Karl Niederer

Spring 2000, Princeton, NJ (Tentative)

Fall 2000, Joint meeting with Midwest Archives Conference, Cleveland, OH

Meeting Liaison: Valerie Metzler

Preservation News

Help keep your MARAC colleagues abreast of the latest preservation information and news about your state or region by sending it to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Beltsville, MD 20705-2351, phone (301) 504-6503, fax (301) 504-7593, e-mail efrangak@nal.usda.gov.

Meetings & Workshops

26th American Institute for Conservation (AIC) Annual Meeting, Arlington, Virginia, June 1-7, 1998. The theme of the meeting is, "Disaster Preparedness, Response, and Recovery." To obtain an annual meeting registration packet, contact AIC at 717 K Street, NW, Suite 301, Washington, DC 20006; phone (202) 452-954; fax (202) 452-9328; e-mail InfoAic@aol.com; or visit the Web site <http://palimpsest.stanford.edu/aic/conf/>. Preservation Workshops at SAA's 1998 Annual Meeting in Orlando, Florida Please note that the Society of American Archivists (SAA) has moved to 527 S. Wells, 5th Floor, Chicago, IL, 60607; phone (312) 922-0140; fax (312) 347-1452; Web site www.archivists.org.

★★

Preservation Microfilming Management

August 31, 1998, Instructor: Errol Somay

Fee: \$215; SAA Members: \$169; Continuing Education Units: .75

Microfilming projects offer one way to cope with the vast amount of archival materials that require preservation attention. Participants will learn about the steps in the implementation of a successful microfilming project, including determining staff, space, time and equipment needs, as well as contracting for microfilming services. Also, participants will learn about the storage and handling requirements for this medium with emphasis on national standards and RLG guidelines

for preservation microfilming. There will be a discussion of the pros and cons of scanning from film, with a special focus on selection and preparation of film for scanning, cost models, and equipment. Workshop instructor Errol Somay is Director of the Virginia Newspaper Project for the Library of Virginia in Richmond, where he designed and implemented its preservation microfilming program for brittle newspapers. During this process, he established working standards and guidelines for all phases of production.

★★

Preservation Management

August 31- September 1, 1998

Instructors: Mary Lynn Ritzenthaler and Evelyn Frangakis

Fee: \$279; SAA Members: \$219; Continuing Education Units: 1.5

What makes up a preservation program? How and where would you begin? How can you maximize resources and still proceed systematically? These are some of the issues to be examined in the workshop, which will introduce basic methods of archival preservation practice. From establishing a common lexicon to devising a preservation plan, participants will explore the range of preservation functions. Most importantly, participants will understand preservation program elements and how to develop them into their own institution's programs. This interactive workshop features case studies, storage material evaluation, disaster recovery exercises, and brainstorming about preservation strategies. The instructors are Evelyn Frangakis, Preservation Officer for the National Agricultural Library and former SAA Preservation Program Director, and Mary Lynn Ritzenthaler, Supervisory Conservator at the Document Conservation Branch of the National Archives and author of the award-winning best-seller, *Preserving Archives and Manuscripts* (Chicago: SAA, 1993).

Continued on P. 20

Simple Book Restoration Video

"Basic Refurbishment of Antique Books", a very good instructive video, 75 minutes in length, demonstrating all the basics of simple book restoration.

Section One includes *Refurbishing the Inside*: Dry Cleaning; Dog-eared Corners and Creases; Removal of Sticky Tape; Tipping In.

Section Two covers *Refurbishing the Outside*: Cleaning Leather and Gold; Calf; Morocco; Preserving and Waxing; Cloth; Half Bindings; Vellum; plus a recap section.

Video comes with an accompanying booklet. \$79.00 plus \$3.00 shipping.

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Preservation News

Continued from P. 19

★★

GRANT

National Endowment for the Humanities Division of Preservation and Access Upcoming grant application deadline is July 1, 1998. Guidelines and application information may be found at the NEH Web site <http://www.neh.fed.us/>. The Preservation and Access page is at <http://www.neh.fed.us/html/guidelin/preserva.html>. Printed forms may be obtained from NEH, Room 402, 1100 Pennsylvania Avenue, NW, Washington, DC 20506; phone (202) 606-8400, e-mail: info@neh.fed.us.

★★

National Historical Publications and Records Commission upcoming deadlines are June 1 1998 and October 1, 1998. For more information visit the NHPRC Web site, <http://www.nara.gov/nara/nhprc/> or contact the office at NHPRC, National Archives & Records Administration, 700 Pennsylvania Ave., NW, Room 106, Washington, D.C. 20408-0001; phone (202) 501-5610; fax (202) 501-5601; e-mail nhprc@arch1.nara.gov.

★★

The Northeast Document Conservation Center (NEDCC), a non-profit regional conservation facility specializing in the preservation and conservation of paper materials, maintains a page about funding sources and deadlines at <http://www.nedcc.org/fund.htm>. For more information about NEDCC, visit <http://www.nedcc.org/>.

★★

NIC/Heritage Preservation

NIC Has a New Name. The National Institute for the Conservation of Cultural Property (commonly known as NIC), has changed its name to Heritage Preservation, in order to convey its mission more simply and directly.

★★

Emergency Response and Salvage Wheel. This wheel is an interactive slide chart designed to provide staff at cultural institutions with quick access to essential information on protecting and salvaging collections. The information contained in the wheel has been developed and reviewed by preservation and conservation professionals and endorsed by the Federal Emergency Management Agency (FEMA) as well as numerous other federal agencies and national organizations. It is designed for use in the first 48 hours of an emergency. Emergency response action steps are listed in nine sections on side one. General salvage information and recovery tips for specific kinds of collections are on side two. To order, call toll free 1-888-979-2233. Orders of 1-9 are \$9.95 each. There is a special non-profit/government rate of \$5.95 per wheel on orders of 1-9. Additional discounts are given for larger quantities. Payment may be sent to Heritage Preservation, 3299 K Street, NW, Suite 602, Washington, DC 20007-4415.

★★

Get Surveyed

Preservation Surveys Available from CCAHA CCAHA's Preservation Overview Survey Program has been extended until Spring 2000 through continued funding from the National Endowment for the Humanities (NEH). Institutions with paper-based humanities collections open to the public are eligible to be considered for participation in the survey program. The reduced rate for this overview survey is \$300 (\$350 after July 1, 1998) plus travel expenses for the surveyor. An institution receives a full day's review of its preservation efforts followed by the submission of an extensive report designed to assist in setting preservation priorities. The survey encompasses a general evaluation of an institution's preservation needs for its collection: environment (temperature, relative humidity, pollution and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and

preservation planning. The site visit consists of a review of the site, an examination of the collection, and interviews with relevant staff to identify preservation needs.

To request an application form or to receive additional information about CCAHA, contact: Susan W. DuBois, Preservation Services Representative, CCAHA, 264 South 23rd Street Philadelphia, PA 19103; phone (215) 545-0613; fax (215) 735-9313; e-mail ccaaha@hslc.org; web site <http://www.ccaha.org>.

MARAC MEETINGS

Spring Meeting 1998
Saratoga Springs, NY
May 7-9

Fall Meeting 1998
Washington DC
November 19-21

Spring Meeting 1999
State College, PA
May 7-9

Fall Meeting 1999
(New York, NY
tentative)

Spring Meeting 2000
(Princeton, NJ
tentative)

Fall Meeting 2000
Cleveland, OH (Joint
Meeting with Midwest
Archives Conference)

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1998
 October 1, 1997 -December 31, 1997

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1997 Actual
REVENUE AND SUPPORT								
Membership Dues	\$16,500.00	\$11,254.00				68%	\$11,254.00	\$14,829.00
Publications Sales	1,500.00	232.00				15%	232.00	1,458.54
Pub. Advertising	1,000.00	156.00				16%	156.00	1,179.00
Bank Interest	4,000.00	176.13				4%	176.13	4,027.48
Conferences	12,000.00	0.00				0%	0.00	9,066.51
Mailing List Sales	250.00	80.00				32%	80.00	280.00
Contributions	400.00	295.00				74%	295.00	362.00
Miscellaneous	100.00	56.00				56%	56.00	89.35
Total Revenue and Support	\$35,750.00	\$12,249.13	\$0.00	\$0.00	\$0.00	34%	\$12,249.13	\$31,291.88
EXPENSES								
General	\$1,750.00	\$0.00				0%	\$0.00	\$1,132.27
Administrator	3,835.00	443.70				12%	443.70	1,691.23
Treasurer	755.00	20.00				3%	20.00	628.81
Membership	1,545.00	102.40				7%	102.40	464.52
Committees	6,335.00	171.61				3%	171.61	5,830.94
Publications	12,600.00	2,639.18				21%	2,639.18	11,361.25
MARAC Archivist	500.00	0.00				0%	0.00	325.00
Awards	425.00	0.00				0%	0.00	325.00
Conference Advances	5,155.00	155.00				3%	155.00	4,508.17
MARAC Scholarship	2,200.00	280.64				13%	280.64	1,422.54
Grant Project Expenses	600.00	0.00				0%	0.00	0.00
Miscellaneous	50.00	0.00				0%	0.00	0.00
Total Expenses	\$35,750.00	\$3,812.53	\$0.00	\$0.00	\$0.00	11%	\$3,812.53	\$27,689.73
NET INCOME or (NET LOSS)	\$0.00	\$8,436.60	\$0.00	\$0.00	\$0.00		\$8,436.60	
SUMMARY								
Opening Balance	\$100,306.24							
Income	12,249.13							
Expenses	(3,812.53)							
Closing Balance	\$108,742.84							
Cash Accounts								
Checking Accts:	\$14,842.77							
Savings Accts:	26,544.41							
Cert. of Dep:	67,355.66							
Total	\$108,742.84							
Fund	Opening	Credits	Debits	Closing				
Current	\$49,899.38	\$11,954.13	(\$3,812.53))	\$58,040.98				
Endowment	11,906.86	295.00		12,201.86				
Reserve	38,500.00			38,500.00				
Total	\$100,306.24	\$12,249.13	(\$3,812.53)	\$108,742.84				

Session Abstracts

Historians' Use of Archives

The MARAC Fall 1996 meeting's session on historians' use of archives was an illuminating look at the changing nature of historian-archive interaction over the past twenty five years. Session chairperson Eva Moseley of the Schlesinger Library introduced speakers Darwin H. Stapleton of the Rockefeller Archive Center, Marjorie G. McNinch of the Hagley Museum & Library, and Kristen L. Gleeson of the Presbyterian Historical Society.

Dr. Stapleton discussed the ramifications of laptop computers in the archives. He estimated that 40% of the researchers who visited the Rockefeller Archive Center this past summer used laptops. He asked the practical questions archivists must answer when historians bring laptops into the archives: Do we have sufficient outlets in our reading rooms? Do we have extension cords? Is our power source reliable? He also asked about the impact of computers on the control of archival materials: Do we establish a policy regarding a researcher's transfer of electromagnetic information to others, or the deposit of a researcher's database elsewhere?

Ms. McNinch spoke about "how Hagley's collections during...[her] 25-year career...dictated historical trends and how historical research trends have influenced record-collecting trends."

In 1971, the Hagley's collections allowed researchers to study economic thought, growth of businesses as producers, and technological advances. The strengths of the archival materials were in the chemical, steel and textile industries.

Historians used materials for their own research topics which were not necessarily the focus of Hagley collection policies. For instance, the study of women's history was not emphasized in the collecting of business history and technology records much before

the 1990s, although women's history study by students was done in Hagley's records.

Michael Nash, Manuscripts and Archives Curator at the Hagley since 1982, wanted to build a research collection supportive of the current scholarship. As scholarship moved to document the relationship between Business and State, Nash sought out the U.S. Chamber of Commerce for their records, which came to the Hagley in 1989. During the 1990s records concerning High Technology were actively sought.

Dr. Gleeson spoke about historians' use of the Presbyterian Historical Society Archives. In the 1970s, "historians continued to expand the work in social history...and ethnic and minority histories." At the Archives, historians studied the American Indian Collection, the Presbyterian position on slavery, the General Assembly office that dealt with social justice in the 1950s. By the 1980s 'Roots' had an impact on the use of records of marriages, baptisms and deaths.

The increased use of these collections by historians prompted the Society to "institute a microfilming program...on site". Historians influenced both the collections highlighted, and the use of technology in archives.

All three speakers examined how historians' use of archives and the practices of archivists have influenced each other over the past 25 years. This dialogue is on-going.

★★

EAD/SGML Workshop

Instructors Helena Zinkham and Mary Lacy, with assistance from Ann Mitchell, (Beth Davis-Brown also instructing on Saturday), all of the Library of Congress, gave an informative and thorough introduction to EAD/SGML (Encoded Archival Description/Standard General Markup Language). They discussed finding aids in paper

and electronic formats and compared the different elements of each which allow access to archival collections.

The instructors explained how structural differences influence the information presented, and how it is presented, in both formats. Handouts and exercises allowed the workshop attendees to practice with SGML.

— Catherine Keim

★★

If You Got the Money, Honey, I Got the Time: Project Archivists Tell Their Stories (S15)

What is the relationship between archivists who are hired to work on a specific project and the institutions that hire them? How does grant or foundation money shape the relationship between project, project staff, and institution? These were the two main questions that this session discussed. Laura Peimer, The Winthrop Group, noted that "hired gun" archivists are often isolated by their itinerancy, cut off from the institution's regular staff, and often not aware of vital information that should underpin their work, such as the institution's mission statement. Fernanda H. Perrone, Rutgers University Libraries, described some of the ways that seemingly well-defined projects can assume a life of their own and expand to fill far more time (and archivist energy) than their funding actually pays for. Claire McCurdy, Union Theological Seminary, presented four important conclusions (from a management perspective) about project archival work derived from her decade as a project archivist: projects are most successful if they are rooted in the organizational structure of the host institution; outside money does not ensure the host institution's commitment to a project; internal funding does not guarantee success if the institution is having "cultural" or "political" problems that derive from within; and there **must** be some sort of long-term commitment by the institution (perhaps budgetary, perhaps in some other form) if the project is to have real impact on the institution. Richard Waldron, New Jersey Historical Com-

mission, said that from a funder's point of view, the Commission uses its grants to help to preserve historical records and to educate repository personnel, most of whom are vocational collection managers. The latter concern is one of the NJHC's prime motives for funding CAPES, the New Jersey Caucus's free archival consultant service. Audience discussion was lively and to the point, as members used their own experiences, for the most part, to endorse what the speakers said.

— Richard Waldron

★★

"Don't Know Much About History: Archivists, Historians and Historical Editing in the 1990s."

Chairperson: Maxine N. Lurie, History Department, Seton Hall University

Panel: David Chestnut, Model Editions Partnership, University of South Carolina; Cathy Moran Hajo, Margaret Sanger Papers Project, New York University; Paul Israel, Papers of Thomas Edison Project, Rutgers University.

The Chair started the session with a brief discussion of the ways that historical editing has changed over the

years — from Jared Sparks in the nineteenth century to modern editors influenced by the work of Julian Boyd. To this, in the 1990s, has been added CD-ROM and Web projects that make possible links to other materials, and computerized searches. Into this mix has come the NHPRC-inspired debate over priorities. The issues include how much editorial annotation needs to be done, how long it takes, and whose records are preserved (the Founding Fathers or a broader representation of the American past). Another question is what the best and/or dominant medium will be in the future — letterpress editions or electronic text.

The session then proceeded to a discussion of three projects with computer demonstrations of two of them. David Chestnut discussed his work first on the Henry Laurens Papers project and then as director of the Modern Editions Partnership. (The Modern Editions Partnership is an effort to develop standards for creating electronic texts that will work for a variety of projects.) Using an overhead projector, he illustrated the differences between methods of providing electronic texts from scanning to utilizing SGML (Standard General Markup Language).

Cathy Moran Hajo gave a history of the kinds of documentary projects that have been supported in the past, and how funding has been distributed. She argued that minority group projects (women as well as ethnic minorities) have received a smaller share of funds, and needed assistance. She demonstrated some of the electronic text created by the Margaret Sanger Project, and the ways in which it made access to information easier than in the microfilm edition.

The work of the Edison Papers Project was illustrated by Paul Israel. He emphasized that this project — letterpress, microfilm, and electronic editions — could not be done without computers because there are over five million pages of documents. The electronic edition now being created will integrate materials from the microfilm and book editions, making it possible to jump through hypertext links, from a document to explanatory or other related material.

— Maxine N. Lurie

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MAA

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September 30. Membership is not open to institutions, but institutions may purchase subscriptions to MAA (at \$15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.edu. Send material for MAA publication to: Charles B. Greifenstein, Library of the College of Physicians of Philadelphia, 19 S. 22nd St., Philadelphia, PA 19103-3097, Tel. (215) 563-3737 x275 or x297, Fax (215) 569-0356, Electronic Mail: greifenstein@collphyphil.org. Deadlines are the first of March, June, September and December.

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